



**SUBJECT:** **JOB OPPORTUNITY: CHAUFFEUR (MSG)**

**OPEN TO:** **All Interested Candidates**

**POSITION:** **Chauffeur, FP-03\***

**OPENING DATE:** August 25, 2015 **CLOSING DATE:** September 08, 2015

**WORK HOURS:** Full time, 40 hours/week

**SALARY:** Ordinarily Resident: Starting annual salary for **Full-time performance**  
**257,478 Kč** (Position Grade: FSN-3)

**NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and residency permits to be eligible for consideration.**

The U.S. Embassy in Prague, Czech Republic is seeking an individual for a full-time position of Chauffeur in the Marine Security Guard Section.

#### **BASIC FUNCTION OF POSITION**

Operates passenger and small cargo vehicles to transport persons, supplies and Embassy property. Performs messenger service.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact email [HROPrague@state.gov](mailto:HROPrague@state.gov).

#### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Education: Completion of basic education is required.
2. Prior Work Experience: Two years of chauffeur experience is required.
3. Language Proficiency: Level 3/3 (Good working knowledge) speaking/reading/writing in English is required. Level 3/3 (Fluent) speaking/reading/writing in Czech is required. **Language proficiency will be tested.**
4. Skills and Abilities: Must have Czech driving license appropriate to type of vehicle operated – type B and D. Ability to operate different types of vehicles and perform minor



repairs. Must know local traffic laws and regulations, be familiar with Prague. Must be able to work on day and night shifts.

#### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFM) U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY**

**Interested candidates for this position should submit the following or the applications will not be considered:**

1. A current resume or curriculum vitae (CV) that provides the same information as on DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); or
2. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION IN WRITING BY E-MAIL TO:**

[HROPrague@state.gov](mailto:HROPrague@state.gov). Please include "Chauffeur MSG" in the subject line.

Or by fax to: 257022811

Or by mail to:



Human Resources Office  
American Embassy Prague  
Trziste 15  
118 01 Prague 1, Czech Republic

**CLOSING DATE FOR THIS POSITION: September 08, 2015**

The U.S. Mission in the Czech Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.